

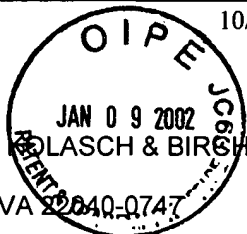


UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
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| APPLICATION NUMBER | FILING/RECEIPT DATE | FIRST NAMED APPLICANT | ATTORNEY DOCKET NUMBER |
|--------------------|---------------------|------------------------|------------------------|
| 09/974,911 | 10/12/2001 | Harold F. Van Garderen | 0142-0362P-SP |

2292
BIRCH STEWART & GILASCH & BIRCH
PO BOX 747
FALLS CHURCH, VA 22040-0747



CONFIRMATION NO. 8931

FORMALITIES LETTER



OC000000007048892

Date Mailed: 11/09/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is missing.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

*A copy of this notice **MUST** be returned with the reply.*

Brian T. Briston
Customer Service Center
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

01/14/2002 AWONDAF1 00000118 09974911

01 FC:105

130.00 OP



See #3
BOX MISSING PARTS
PATENT
0142-0362P

IN THE U.S. PATENT AND TRADEMARK OFFICE

Applicant: H.F. VAN GARDEREN et al. Conf.: 8931
Appl. No.: 09/974,911 Group: Unassigned
Filed: October 12, 2001 Examiner: UNASSIGNED
For: DISTRIBUTED DOCUMENT HANDLING SYSTEM

THIS IS NOT A NEW PATENT APPLICATION

LETTER SUBMITTING DOCUMENTS
FOR COMPLETION OF AN APPLICATION
PURSUANT TO 37 C.F.R. § 1.53(f) and/or § 1.53(d)

BOX MISSING PARTS

Assistant Commissioner for Patents
Washington, DC 20231

January 9, 2002

Sir:

The application papers for the above-identified application were originally filed on October 12, 2001 and the application was assigned Appl. No. 09/974,911.

DOCUMENTATION

- ☒ Under the provisions of 37 C.F.R. §§ 1.41(c) and 1.53(f), attached hereto is the executed Declaration of the inventor(s) (☒ original ☐ photocopy), necessary for completing the filing requirements in connection with the above-identified application.
- ☐ Under the provisions of 37 C.F.R. §§ 1.41(c) and 1.53(f), attached hereto is the executed Declaration that was attached to the specification at the time of execution. The attached specification is a true copy of the specification that was filed in the U.S. Patent and Trademark office on October 12,

2001, including any amendments thereto (if applicable) filed on even date therewith.

- ☒ The undersigned hereby declares that "Attorney Docket No. 0142-0362P on page 1 of the attached inventors' Declaration, corresponds to Appl. No. 09/974,911, filed October 12, 2001, entitled "DISTRIBUTED DOCUMENT HANDLING SYSTEM."
- ☐ Attached are _____ () sheet(s) of formal drawings.
- ☒ Attached is a copy of the Notice to File Missing Parts of Nonprovisional Application.
- ☐ Attached is an English language translation of the above-identified application that was filed in a foreign language.
- ☐ See the attached Translator's Verification; or
- ☐ The undersigned states that the English translation attached hereto is a true and correct translation of the application as originally filed in a foreign language.
- ☐ Applicant claims small entity status under 37 C.F.R. § 1.27.
- ☒ Submitted concurrently herewith **under separate cover** for recording is an Assignment.

FEES

The Government Filing Surcharge(s) (37 C.F.R. § 1.16(e) and/or § 1.17(k)) and the basic Government Filing Fee(s) (37 C.F.R. § 1.16(a)-(d), if applicable) is/are attached hereto and calculated as follows:

- ☐ Basic Filing Fee(s): \$0.00 (37 C.F.R. § 1.16(a)-(d))
- ☒ The Government Filing Surcharge under 35 U.S.C. § 1.16(e)) for late filing of filing fee, oath and/or declaration:
 - ☒ Large Entity - \$130.00
 - ☐ Small Entity - \$ 65.00)
- ☐ The Government Filing Surcharge under 37 C.F.R. § 1.17(i)) for filing of translation of non-English Specification in the amount of \$130.00:
 - ☐ was previously paid for concurrently with the filing of the application on .
 - ☐ is attached hereto.
- ☐ No extension fee is required because the undersigned has not yet received the Notice to File Missing Parts of Nonprovisional Application. However, if for some reason it is determined that an extension of time is necessary, applicant hereby respectfully petitions for an extension of time for the filing of the present paper in accordance with the provisions of 37 C.F.R. § 1.136 and 37 C.F.R. § 1.17.
- ☐ Applicant hereby respectfully petitions for a () month(s) extension of time for the filing of the present paper in accordance with the provisions of 37 C.F.R. § 1.136 and 37 C.F.R. § 1.17. The required fee of \$0.00 is attached hereto.

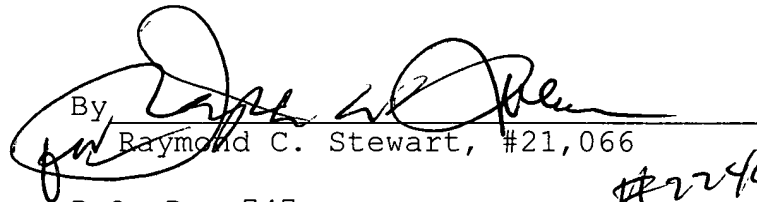
Appl. No. 09/974,911

- ☒ Check(s) in the amount of \$130.00 to cover the basic filing fee(s), surcharge fee(s), and any extension of time fee(s) (if applicable) is/are enclosed.
- ☐ Please charge Deposit Account No. 02-2448 in the amount of \$0.00. A triplicate copy of this transmittal form is enclosed.

If necessary, the Commissioner is hereby authorized in this, concurrent, and future replies, to charge payment or credit any overpayment to Deposit Account No. 02-2448 for any additional fee required under 37 C.F.R. §§ 1.16 or 1.17; particularly, extension of time fees.

Respectfully submitted,

BIRCH, STEWART, KOLASCH & BIRCH, LLP

By 
Raymond C. Stewart, #21,066

P.O. Box 747
Falls Church, VA 22040-0747
(703) 205-8000

#22463

^{enc}
RCS/EHC:lmh
0142-0362P

Attachments

(Rev. 12/03/01)